

ONE AND TWO FAMILY PERMIT APPLICATION GENERAL REQUIREMENTS

Department of Building and Fire Codes 843-341-4757

* Fee(s) due upon application.

1. Owner or general contractor must submit the following forms:

- ☐ Completed and signed building permit application.
- ☐ Notarized Mechanical Certificates-must be originals.
 - Electrical Due *before* electrical work is started.
 - Plumbing Due *before* plumbing work is started.
 - Mechanical Due *before* mechanical work is started.
- ☐ Subcontractor license acknowledgement- Due upon application
- ☐ Subcontractor roster Due *before* request for permanent service (or final if there is not a PS inspection).
- ☐ Solid waste disposal plan Due upon application
- ☐ Window ratings/openings form- upon application
- ☐ **Four (4) sets of site plans and building elevations** drawn to scale indicating setback, buffer and height requirements of Title 16 of the Town Code (LMO) Chapter 5. In some cases a tree survey may also be required. A tree survey is required for the Forest Beach district.

Drawings must show a minimum of the following:

- New construction including fences with the boundaries of adjoining properties. Existing structures if applicable. Include spot grades or topographic lines to establish pre construction grade. List total square footage of parcel and total square footage of impervious land.
- Show MSL height of first habitable floor
- Show floor to floor height or MSL of each additional floor
- Dimension top of roof and any roof feature
- Show required base flood elevation if construction is in a flood hazard zone.

- ☐ **Three (3) sets of building plans. If you are building a new single family, constructing an addition or making modifications which affect the exterior of the structure, you need to provide either a completed SSTD 10, AF&PA or ASCE-7 form or verify that the structural elements are designed in accordance with accepted engineering practice. The building official may require the plans to have the seal of a registered design professional**

- Structural wall section showing total number of stories in building.
- Foundations
- Floor plan.
- Electrical plan showing size of service and panel location.

- 2. Septic tank permit, if applicable. Final septic approval before Permanent Service.**
- 3. A copy of Contractor's license and Town of Hilton Head Island business License, if not on file with Town. An owner acting as his own contractor must complete a Disclosure Statement form.**
- 4. A copy of the *Elevation Certificate* is required prior to vertical construction above the first habitable floor in A & V zones. A FEC for "finished construction" is required before the final inspection.**
- 5. A foundation survey is required for new structures prior to pouring the foundation. Additions and pools located in overlay districts or where an OCRM stamp is required must also furnish a foundation survey. An as built is required prior to CO or final inspection.**
- 6. V-Zone design certification for houses located in velocity flood zones.**
- 7. Hydrostatic openings design, size calculations and locations for enclosed areas below required first floor elevation in type A flood zones.**